

# Tips for Writing Effective Award Nominations



**HELPFUL TIPS FOR THOSE  
NOMINATING AN INDIVIDUAL FOR  
THE GOVERNOR'S SERVICE AWARDS**



# Helpful Tips



- Carefully review the criteria for the awards and select the most appropriate award.
- Remember the judging committee is relying on your words and examples to “see” your nominee’s characteristics and involvement. Speak openly and passionately!
- Remember your audience does not know anything about the nominee, thorough explanations are key.

# Helpful Tips



Answer all parts of **each and every question completely** to guarantee the judging committee has all the information they need to know about your nominee.

Cite specific examples – use vivid descriptions and then give a situation or example that shows that supports your claim.

# Helpful Tips



Your answers should be clear and easy to read.  
Avoid the use of too many pronouns and  
run-on sentences.

Make sure to proofread your statements.  
Grammatical errors and misspelled words  
diminish the worth of the nomination.

# Helpful Tips



Avoid sweeping generalities and make every sentence count.

Successful nominations have enough detail to make the case for the nominee's achievement.

# Helpful Tips



Include information about the nominee using

**SMART:**

**S**pecific

**M**easurable

**A**chievements

**R**elevance

**T**ime frame

# Final Tips



Read all the directions carefully.

Make sure to get the nomination to OFBCI by the deadline listed in the nomination form.

For questions call OFBCI at 317-233-4273 or email [info@ofbci.in.gov](mailto:info@ofbci.in.gov).